

How to Write  
a Need  
Statement for  
Grants

**WORKBOOK**

# What is the Issue We Are Addressing?

In just a few sentences (or even a few words), describe the problem or issue that you are trying to address.

For example:

- Homelessness in Chicago
- Orphans in Ukraine
- Poverty in Nepal

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## Assessing the Need

Using the problem or issue that you stated above, we are now going to assess the need.

We are going to use Google Scholar, News Articles, and Personal Experiences to assess the need. For each of the resources below, spend 1 hour researching the problem that you are addressing. Find at least 3 useful articles or stories for each resource.

### Google Scholar

Find at least three peer reviewed articles on Google Scholar that are about the problem or issue that you are addressing:

Article #1:

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Web URL:

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Notes from Article:

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Article #2:

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Web URL:

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Notes from Article:

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Article #3:

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Web URL:

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Notes from Article:

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### **News Articles**

Now, find at least three news articles that discuss the issue that you are addressing.

Remember, news articles can help build your case that the issue is timely, or that it needs attention right now.

Article #1:

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Web URL:

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Notes from Article:

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Article #2:

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Web URL:

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Notes from Article:

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Article #3:

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Web URL:

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Notes from Article:

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### **Personal Experience**

Personal experiences and stories can add personality and a sense of humanity to your need statement.

Take some time to think of and write down three personal stories that you (or your beneficiaries) have with the issue that you are addressing

Story #1:

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Why is the issue you are addressing important to you and to the larger community and society?

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Why should this funder pay attention to this problem?

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How would solving this issue help those affected?

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How would solving this issue help the larger community and society?

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Why is the issue that you are addressing important RIGHT NOW? Why should the funder fund your proposal this time, rather than at a later date?

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What information do you have to back up the issue, or need?

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Do you have research to back up the need?

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Do you have stories from the field that show the need?

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## **Writing the Need Statement**

Now it is time to try writing your own need statement using the steps from the article!

**Step 1: State the Big Picture**

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**Step 2: Describe the Portion of the Need That Your Organization Can Address**

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**Step 3: What Would Happen if the Need is not Addressed**

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